

**Time Tracker RFP #17-SFY-15**

**Q & A Document**

**Q1: Is it desired for the system to be installed on your servers (Customer Hosted)? Or is it desired to have a cloud based solution installed on our servers (Vendor Hosted)?**

A1: The Department is seeking prices and information regarding both systems installed on Department's servers (Customer Hosted) and Cloud based or installed on the Vendor's servers (Vendor Hosted) Solutions. Department wishes to evaluate both systems to compare which system will better meet the Department's needs. Proposals for both or either system are desired and will be evaluated on the criteria listed in the RFP.

**Q2: Is the County looking for time clocks? If so How many time clocks should we include in our proposal?**

A2: Department is not seeking time clocks under this RFP.

**Q3: Is it desired for the time clocks to be HID Proximity or Biometric?**

A3: Department is not seeking time clocks under this RFP.

**Q4: Will advanced scheduling be part of this scope of work?**

A4: No, advanced scheduling is not under the scope of work.

**Q5: Is it desired for employees to request FMLA leave electronically and then have Time and Attendance system track the FMLA case?**

A5: No, this is not a specification under this RFP.

**Q6: Is it desired for employees to punch in and out from a computer or smart phone?**

A6: It is desired for employees to be able to document from any computer or smartphone the time that they begin and end work each day. However, it is not part of the specifications of this RFP for employees to physically punch in and out.

**Q7: Is it desired for employees to request time off electronically at a computer or smart phone?**

A7: It is desired for employees to be able to track their time off as part of their time card, it is not part of the specifications of this RFP for employees to be able to request time off in the Time Tracking system.